



Job Title: PROJECT SITE SUPERVISOR

Department /Office: Water Resources Program

Reports to Whom: Director

Salary / Hourly Range: 26

Job Classification Code: 4000

Level of Background Check: 1B

FLSA Status: NON-EXEMPT

Driving Required: Yes, As Required

PD Revised: 03/23/2015

JOB DESCRIPTION:

This position is responsible for supervising and directing activities at the project site in support of the Tawapa Spring Nonpoint Source Water Quality Improvement Project under the Hopi Tribe's Water Resources Program. The work consists of duties that involve unrelated and related processes and methods. Decisions regarding what needs to be completed include the assessment of unusual circumstances, incomplete or conflicting data. The work requires making decisions concerning such things as the interpretation of data, planning of the work and refining the methods and techniques to be used. The work consists of duties requiring the incumbent to make complex decisions regarding the construction of stone structures. The incumbent will be required to determine which construction techniques are appropriate for the various construction tasks described in the project work plan.

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Knowledgeable of the stonemason trade and construction techniques that use native stone.
2. Provide overall supervision, clear direction/instruction and leadership to stonemasons and laborers in completing identified project plans.
3. Provides construction material list to the Water Resources Program required to complete tasks in project work plan.
4. Identifies problems and recommends solutions for completing tasks described in the project work plan to the supervisor and the Water Resources Program.
5. Ensures timelines are adhered to; activities are conducted in a safe organized manner.
6. Performs other related duties as authorized or assigned to achieve village and/or program goals and objectives.

PERSONAL CONTACTS:

Contacts are with employees within/outside the immediate work area, traditional village leaders and general public. Some contacts with the general public will require a concerted effort to display polite and courteous behavior to opposition groups.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

The work involves long periods of bending, stretching, climbing, walking over uneven terrain/rocky surfaces and lifting objects in excess of 50 lbs. Inclement weather conditions will be encountered periodically, as well as some encounters with biological threats such as spiders, snakes and dogs may occur. The incumbent is expected to adhere to safety precautions and wear protective clothing and gear. Work hours may be extended beyond the normal eight (8) hour daily work schedule.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

A. Education: High School diploma or G.E.D. certificate preferred but not required;

AND

B. Experience: Two (2) years' experience as a stonemason and supervision of others;

OR

C. Any equivalent combination of Education, Training and Experience determines to be acceptable by the Office of Human Resources.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

- Knowledge of quarrying stone and the tools/equipment necessary to do so.
- Knowledge of related safety practices and procedures.
- Knowledgeable of the stonemason trade and construction techniques that use native stone.

B. Skills:

- Skill to assess construction techniques that use native stone.
- Good written and verbal communications skills.
- Good supervisory skills.
- Good public relations skills.

C. Abilities:

- Ability to supervise the work of others.
- Ability to establish and maintain effective working relationships with others.
- Ability to write reports

NECESSARY SPECIAL REQUIREMENTS:

1. Must complete & pass the pre-employment screening in accordance with Hopi Tribal Policy.
2. Must possess a valid Arizona driver's license and satisfactorily pass the Hopi Tribe's Defensive Driving Course.